



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/05

Hotel Clerk Supervisor

Job ID F6-D3-24-57-4C-10

Web Address

<https://careers.indigenous.link/viewjob?jobname=F6-D3-24-57-4C-10>

Company Wickaninnish Inn

Location Tofino, British Columbia

Date Posted From: 2019-11-16 To: 2020-05-14

Job Type: Full-time Category: Accommodations

Job Start Date As soon as possible

Job Salary \$46000.00 Annual Salary

Languages English

Description

Job Description:

• Co-ordinate, assign and review the work of the Inn's Guest Services Representatives and Reservation Agents

• Establish work schedules and procedures and co-ordinate activities with other work units or departments

• Resolve work-related problems, including guest concerns, and prepare and submit progress and other reports

• Participate in all Human Resource functions within the Front Office Department, as directed by the Front Office Manager;

• Training and development of staff in job duties, safety procedures and company policies

• Requisition supplies and materials

• Ensure smooth operation of computer systems, equipment and machinery, and arrange for maintenance and repair work

• Assist in creating, implementing, monitoring and continually improving systems designed to organize and control the efficient flow of guests, team members & supplies through the Front Office Department;

• Participate in the creation and achievement of the annual budget for the Front Office Department, as directed by the Front Office Manager;

• May perform the same duties as workers supervised.

Experience

Job Requirements:

• Excellent Human Resources skills are required; Minimum 2 years' management or supervisory experience in the Front Office of a high-end full service facility;

• Excellent interpersonal, verbal and written communication skills are needed; Strong organizational skills, attention to detail, ability to multi-task in a stressful environment, and creative problem solving skills are necessary;

- â€¢ Must have knowledge of standard operating financial statements as well as the budgeting process, scheduling and effective cost management;
- â€¢ Working knowledge of Maestro, PMS, Microsoft Word, Squirrel, File Maker Pro, Excel, are assets;
- â€¢ Must enjoy shift work and be able to work evenings, weekends and holidays;
- â€¢ Ability to make a commitment of 24 months to this position

Credentials

- â€¢ Valid Class 5 Driver's License

Education Requirements

- â€¢ Completion of secondary school required.
- â€¢ Completion of diploma or degree in tourism and hospitality management an asset.

How to Apply

To apply for this position, please submit a resume and letter of intent to jobs@wickinn.com

Job Board Posting

Date Printed: 2024/05/05

Hotel Clerk Supervisor

Job ID	0AF49DC07ACA3	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=0AF49DC07ACA3	
Company	Wickaninnish Inn	
Location	Tofino, British Columbia	
Date Posted	From: 2019-11-16	To: 2020-05-14
Job	Type: Full-time	Category: Accommodations
Job Start Date	As soon as possible	
Job Salary	\$46000.00 Annual Salary	
Languages	English	

Description

Job Description:

- â€¢ Co-ordinate, assign and review the work of the Innâ€™s Guest Services Representatives and Reservation Agents
- â€¢ Establish work schedules and procedures and co-ordinate activities with other work units or departments
- â€¢ Resolve work-related problems, including guest concerns, and prepare and submit progress and other reports
- â€¢ Participate in all Human Resource functions within the Front Office Department, as directed by the Front Office Manager;
- â€¢ Training and development of staff in job duties, safety procedures and company policies
- â€¢ Requisition supplies and materials
- â€¢ Ensure smooth operation of computer systems, equipment and machinery, and arrange for maintenance and repair work
- â€¢ Assist in creating, implementing, monitoring and continually improving systems designed to organize and control the efficient flow of guests, team members & supplies through the Front Office Department;
- â€¢ Participate in the creation and achievement of the annual budget for the Front Office Department, as directed by the Front Office Manager;
- â€¢ May perform the same duties as workers supervised.

Experience

Job Requirements:

- â€¢ Excellent Human Resources skills are required; Minimum 2 yearsâ€™ management or supervisory experience in the Front Office of a high-end full service facility;
- â€¢ Excellent interpersonal, verbal and written communication skills are needed; Strong organizational skills, attention to detail, ability to multi-task in a stressful environment, and creative problem solving skills are necessary;
- â€¢ Must have knowledge of standard operating financial statements as well as the budgeting

process, scheduling and effective cost management;

â€¢ Working knowledge of Maestro, PMS, Microsoft Word, Squirrel, File Maker Pro, Excel, are assets;

â€¢ Must enjoy shift work and be able to work evenings, weekends and holidays;

â€¢ Ability to make a commitment of 24 months to this position

Credentials

â€¢ Valid Class 5 Driver's License

Education Requirements

â€¢ Completion of secondary school required.

â€¢ Completion of diploma or degree in tourism and hospitality management an asset.

How to Apply

To apply for this position, please submit a resume and letter of intent to jobs@wickinn.com

Job Board Posting

NoExperienceNeeded.ca
your place for a first step or a fresh start

Date Printed: 2024/05/05

Hotel Clerk Supervisor

Job ID	6ABC9FB14DF47	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=6ABC9FB14DF47	
Company	Wickaninnish Inn	
Location	Tofino, British Columbia	
Date Posted	From: 2019-11-16	To: 2020-05-14
Job	Type: Full-time	Category: Accommodations
Job Start Date	As soon as possible	
Job Salary	\$46000.00 Annual Salary	
Languages	English	

Description

Job Description:

- â€¢ Co-ordinate, assign and review the work of the Innâ€™s Guest Services Representatives and Reservation Agents
- â€¢ Establish work schedules and procedures and co-ordinate activities with other work units or departments
- â€¢ Resolve work-related problems, including guest concerns, and prepare and submit progress and other reports
- â€¢ Participate in all Human Resource functions within the Front Office Department, as directed by the Front Office Manager;
- â€¢ Training and development of staff in job duties, safety procedures and company policies
- â€¢ Requisition supplies and materials
- â€¢ Ensure smooth operation of computer systems, equipment and machinery, and arrange for maintenance and repair work
- â€¢ Assist in creating, implementing, monitoring and continually improving systems designed to organize and control the efficient flow of guests, team members & supplies through the Front Office Department;
- â€¢ Participate in the creation and achievement of the annual budget for the Front Office Department, as directed by the Front Office Manager;
- â€¢ May perform the same duties as workers supervised.

Experience

Job Requirements:

- â€¢ Excellent Human Resources skills are required; Minimum 2 yearsâ€™ management or supervisory experience in the Front Office of a high-end full service facility;
- â€¢ Excellent interpersonal, verbal and written communication skills are needed; Strong organizational skills, attention to detail, ability to multi-task in a stressful environment, and creative problem solving skills are necessary;
- â€¢ Must have knowledge of standard operating financial statements as well as the budgeting

process, scheduling and effective cost management;

â€¢ Working knowledge of Maestro, PMS, Microsoft Word, Squirrel, File Maker Pro, Excel, are assets;

â€¢ Must enjoy shift work and be able to work evenings, weekends and holidays;

â€¢ Ability to make a commitment of 24 months to this position

Credentials

â€¢ Valid Class 5 Driver's License

Education Requirements

â€¢ Completion of secondary school required.

â€¢ Completion of diploma or degree in tourism and hospitality management an asset.

How to Apply

To apply for this position, please submit a resume and letter of intent to jobs@wickinn.com